



# CIRCUIT COURT FOR BALTIMORE COUNTY



## MDEC - Maryland Electronic Courts: **Attorney Tips**

This document is intended to provide helpful tips for Attorneys on the following:

- General MDEC Matters and File & Serve
- MDEC Processes for:
  - Civil
  - Domestic
  - Domestic Violence / Emergency Evaluation
  - Criminal
  - Juvenile
  - Settlement Court

Additionally, the Maryland Judiciary has E-filing and General FAQs for Attorneys that can be found at <https://mdcourts.gov/mdec/faq-attorneys>.

Maryland Rules can be found at <https://www.lawlib.state.md.us/researchtools/sourcesmdlw.html>.

IMPORTANT TELEPHONE NUMBERS	
Clerk's Office	Court Contacts
Civil – (410) 887-2622	Court Administrator – (410) 887-2687
Criminal – (410) 887-2625	Central Assignment – (410) 887-3497
Family – (410) 887-2614	Family Support Services – (410) 887-8614
Juvenile – (410) 887-3836	Family & Civil Law – (410) 887-6575
General Assignment – (410) 887-2660	DCM Office – (410) 887-3233
Judicial Records – (410) 887-3494	Family Recovery Court – (410) 887-6159
Courtroom Clerks – (410) 887-3413	Family Mediation – (410) 887-6570
	Settlement Court – (410) 887-2920
	Juvenile Drug Court – (410) 887-2199
	Law Library – (410) 887-3086

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## General MDEC Matters and File & Serve

### Entries of Appearance of Counsel

Counsel are required to enter their appearance through File and Serve, as required by Maryland Rule 20-106. If an attorney enters an appearance in open court, but has not yet filed an entry of appearance through File and Serve, the Court will accept the entry, subject to the requirement that the attorney file the entry of appearance by the end of the business day in a criminal case, and by the end of the next business day in all other proceedings. If counsel fails to file by the applicable deadline, the Court may strike their appearance. *Maryland Rule 20-106(e)(2)(B)*. The Courtroom Clerk will provide counsel a Notice to remind the attorney of the obligation to file their appearance electronically.

### Case Correspondence

Case correspondence with the Court by any registered MDEC user must be submitted through File and Serve. If a communication concerns an urgent matter, counsel should contact the appropriate department in the Clerk's Office, provide them the envelope number, and indicate the need for expedited processing.

### Emergency Filings

If a filing needs to be handled on an expedited or emergency basis, file the appropriate pleading in File and Serve and identify the matter as urgent. Counsel should call the appropriate department in the Clerk's Office to inform them of the filing and the envelope number. Counsel must give notice to the opposing counsel or party of the request for emergency review in a manner consistent with the requirements under the Maryland Rules. The Clerk's Office will process the pleading on an expedited basis and forward it to the appropriate judge for ruling. The Clerk's Office will advise counsel of the judge to whom the matter will be tasked. Counsel should contact the assigned judge's chambers for further direction on whether to appear or be available for hearing or consultation.

### Multiple Submissions

In any one case multiple submissions (including proposed orders) must be submitted in the same envelope as separate PDF files. *Maryland Rule 20-201(e)*.

## MDEC OFS Submission Failure Notice

If an attorney uses the online subpoena form, which is a fillable pdf and they fill it out and try to submit this pdf form directly in OFS, it will generate a Submission Failure Notice. The reason it generates a Submission Failure Notice is because the online subpoena form is “protected” so the system cannot “read” it.

To avoid receiving a Submission Failure Notice, the attorney should fill out the online subpoena form, print it, scan it and then attach the scanned pdf to their submission.

## MDEC Notifications

Attorneys who wish to receive notifications from the Court when Orders have been entered or other activity occurs in a file/case in which their appearance has been entered, must complete the following steps:

### **To opt in for notifications**

1. Sign into your MDEC account (file and serve)
2. Click on the arrow next to the account profile drop list (image of the little person)
3. Select “Manage Notifications”
4. Select from the various notifications that you can receive through MDEC
5. Save your changes

## Proposed Orders

A proposed order must be submitted as a separate document. The document must be identified as a proposed order, and must be identified as relating to the motion or other request for court action to which the order pertains. *Maryland Rule 20-201(k)*.

If a proposed order is submitted to reflect a ruling made in open court or to confirm a settlement placed on the record, it must be submitted through File and Serve. Proposed orders that memorialize rulings or settlement should, whenever possible, indicate that all counsel and/or parties have agreed to the form of the proposed order. Counsel are requested to indicate on their submission whether the proposed order should be directed to a specific judge or magistrate.

It is not necessary to include the date the Order is entered within the text of the Order, as the electronic signature of the judge automatically includes a date and time stamp. Proposed orders are more easily processed if they do not include blanks within lines of text that need to be completed.

## Trial Exhibits

Trial exhibits must be scanned into the record. Pursuant to Maryland Rule 20-106(e), exhibits offered into evidence in open court shall be offered in paper form. As soon as practicable, the Court Clerk shall scan the document into Odyssey and return the original to the party who offered it at the conclusion of the court

proceeding, unless ordered otherwise by the presiding judge. Pursuant to *Maryland Rule 20-106(c)(2)(B)*, oversized documents, or other types of documents that cannot be filed electronically because of their physical characteristics, shall be maintained separately.

In specially assigned cases with extensive exhibits, counsel are encouraged to discuss the exhibit protocol with the assigned judge to determine whether proposed exhibits can be marked and pre-filed to avoid scanning burdens during trial. A paper version of the exhibits will still be required for use by jurors in a jury trial.

Counsel will be notified by the Clerk to pick up the original paper exhibits once they are scanned into Odyssey. If counsel does not arrange either to pick up their exhibits within three (3) business days, or confirm other arrangements with the Judicial Records Department, the exhibits will be shredded. Oversized documents or other exhibits that cannot be filed electronically will be maintained in family and civil cases until the expiration of any appeals. Once the appeal is resolved, or the time period to note an appeal has passed, counsel will be notified to pick up these other exhibits, or they will be destroyed. Tangible exhibits in criminal cases will either be returned to the custody of law enforcement with documentation to reflect the chain of custody, or maintained by the Clerk's Office pursuant to the criminal case retention policy.

#### Gold Seal or Certified Copies of Court Judgments and Order

Gold Seal copies of final judgments are not issued automatically. A "true test" copy of a final judgment or order will be sent to parties of record, or their counsel. If a party or counsel wishes to obtain a certified or "gold seal" copy of the final judgment or order, that must be requested through the Judicial Records Department of the Clerk's Office. A \$5.00 fee, along with \$0.50 per page, is assessed for the certification.

#### Closed / Inactive Cases

Cases that are closed/inactive will not be electronically scanned into Odyssey. These files will remain available to the public for review in the Judicial Records Department. Only open/active and reopened/active cases will be electronically scanned and made available through the Attorney Portal.

#### File and Serve Codes

When submitting pleadings in File and Serve, please employ the filing code that best describes your document. The generic "Motion" filing code should only be used when a more specific pleading description does not exist. For example, if you are filing a Motion for Discovery, please use the specific code for discovery motions.

## MDEC Signature Style

Any attorney submission through File and Serve must include the following under the attorney signature line: e-mail address, mailing address, phone number, and client protection number. Failure to include all elements will result in a deficient filing. *Maryland Rule 20-107(a)*.

## Voir Dire, Jury Instructions, Verdict Sheets and Motions in Limine

Voir dire, jury instructions, proposed verdict sheets, and any motions in limine should be filed in advance of the trial, consistent with the requirements set forth in the Scheduling Order for the case. These documents must be submitted through File and Serve to be docketed in the case and preserved for any appellate record. It is a prudent practice to bring a working copy for the judge to use on the first day of trial. However, this working copy will not be scanned into Odyssey or docketed.

## Issuance of Civil / Family Writ of Summons

When a complaint is filed, a Writ of Summons is issued and must be served in paper form. Pursuant to *MD Rule 20-204.1 (d)*, the filer shall print a paper copy of the summons and each paper to be served with the summons and shall deliver the summons, papers, and any required fee to the sheriff or other person who will be serving process.

## Requests for ADA Accommodations

Accommodation procedures for public users of the Court while doing business with the Judiciary are pursuant to Maryland Rule 1-322, "Notification of Need for Accommodation". ADA Accommodation requests are not public documents and should not be filed through File and Serve. Requests for accommodation should be submitted to the court not less than thirty (30) days before the proceeding for which the accommodation is requested. Please use the statewide form "Request for Accommodation for Person with Disability" form (CC-DC49) available on the Maryland Judiciary website. The nature of the accommodation requested must be clearly described. Questions concerning special accommodation requests should be directed to the Court Administrator's Office at 410-887-2687.

## Interpreter Requests / Assignments

To request an interpreter in any case, an attorney must file an interpreter request through File and Serve. The request will be processed through the appropriate department and an interpreter will be scheduled. Please use the statewide "Request for Spoken Language Interpreter" form (CC-DC-041) available on the Maryland Judiciary website. Questions concerning interpreter services should be directed to the Court Administrator's Office.

Request to the Bar – Formatting MDEC Orders

With the transition to MDEC, there are some minor issues the bench identified that will facilitate the entry of orders. The format that is frequently used for proposed orders includes the date of entry within the order. Since electronic signatures by judges automatically include the date and time, the date within the order itself is often superfluous. If the date does not need to be included in the body of the order, please just leave it out.

If the date should be included in the body of the order, the MDEC program has a function that permits a Judge to insert a date with a couple of clicks. When the space for a date on an order has separate spaces for the day, month and year or runs from one line to another, it takes additional time to format the order and enter the date. Please see below for an example of the preferred format and the format that is not preferred. Please note that the wording below is simply used to illustrate the formatting issues and is not required or suggested as the preferred wording.

**Preferred Format / Spacing (permits the Judge to enter the date on one line)**

Based upon the Court’s consideration of [the motion], it is ORDERED this \_\_\_\_\_ that the motion is....

**Not Preferred Format / Spacing (requires the Judge to clean up and reformat the order)**

Based upon the Court’s consideration of [the motion], it is ORDERED this \_\_\_\_\_ day of \_\_\_\_\_ of 20\_\_\_\_ that the motion is....

**Thanks for your assistance.**



## Civil Case MDEC Processes

### Requests to Reschedule Complex Case Scheduling Conferences

Requests to change the date of a scheduling conference in a complex civil matter, or to change from an in-person conference to a telephone scheduling conference, may be made by telephone or email directed to the Differentiated Case Management (“DCM”) Office when the request for change is not contested. The party making the request will be provided with new dates and asked to coordinate an agreed date with the other counsel or party. The policy is to allow the matter to be rescheduled within thirty (30) days from the original date. If the request is contested, it must be submitted in writing through File and Serve. Contested requests to reschedule Scheduling Conferences are tasked to the Lead Civil Judge for ruling.

### Requests for Special Assignment or for Track Change

Requests for special assignment or for a change in the case track designation should be submitted in writing through File and Serve. These requests will be tasked to the Lead Civil Judge for ruling.

### Requests to Change Status Conference Date

Requests to change the date of a status conference may be made by telephone or email directed to the DCM Office. The requesting party or counsel will be instructed to contact the other party or counsel and attempt to arrange a new date. The DCM office will issue a notice of any change to the Status Conference date.

### Requests for Postponement of Trial or Hearing Dates or Modification of Scheduling Orders

Requests to postpone a trial or modify a scheduling order must be submitted through File and Serve. If the trial date or a relevant scheduling deadline is imminent, the filing should be noted as urgent and counsel should contact the appropriate department of the Clerk’s Office with the case name and MDEC envelope number to expedite processing. If the case is specially assigned, that information should also be communicated to the Clerk’s Office so that any expedited request is directed to the appropriate chambers. Please utilize the following event codes when requesting a postponement or modification of a scheduling order:

- MOPOS Motion – Postponement/Continuance
- MOMSO Motion – Modify Scheduling Order

## Domestic Case MDEC Processes

### Requests to Reschedule Domestic Scheduling Conferences

Requests to change the date of a scheduling conference in a domestic case, or to change from an in-person conference to a telephone scheduling conference, may be made by telephone or email directed to the Differentiated Case Management (“DCM”) Office when the request for change is not contested. The party making the request will be provided with new dates and asked to coordinate an agreed date with the other counsel or party. The policy is to allow the matter to be rescheduled within thirty (30) days from the original date. If the request is contested, it must be submitted in writing through File and Serve. Contested requests to reschedule Domestic Scheduling Conferences are tasked to the Lead Family Judge for ruling.

### Requests for Postponement of Trial or Hearing Dates or Modification of Scheduling Order

Requests to postpone a trial or modify a scheduling order must be submitted through File and Serve. If the trial date or a relevant scheduling deadline is imminent, the filing should be noted as urgent and counsel should contact the appropriate department of the Clerk’s Office with the case name and MDEC envelope number, to expedite processing. If the case is specially assigned, that information should also be communicated to the Clerk’s Office so that any expedited request is directed to the appropriate chambers. Please utilize the following event codes when requesting a postponement or modification of a scheduling order:

- MOPOS Motion – Postponement/Continuance
- MOMSO Motion – Modify Scheduling Order

### Child Access and Other Evaluations – Maintenance and Review of Background Documentation

Materials obtained by the Office of Family Support Services (“FSS”) as part of a child access or other family law evaluation will be maintained in a confidential electronic record by FSS. These materials are not attached to the evaluation report that is filed with the Court unless the evaluator determines it is necessary to attach some item(s). The underlying materials are available for inspection and review by counsel or unrepresented parties upon request. The underlying materials may not be copied by counsel or unrepresented parties without authorization by a judge or magistrate. Review of the underlying materials may be arranged by contacting FSS. Review will occur at a location in the FSS office, or in a private carrel in the Court Law Library.

## Domestic Violence / Emergency Evaluation Case

- a. Domestic Violence (DV) Petitions must be filed in person at the Clerk's Office Family Law window to be docketed and scanned into DV Office. Attorneys may not use File and Serve for DV Petitions because the DV Office system does not communicate with File and Serve.
- b. All DV Orders must be generated out of DV Office in order to be registered and available to law enforcement. An order in a domestic violence proceeding that is not generated through DV Office does not provide assurance of the same enforcement or immediate response by law enforcement agencies.
- c. If an attorney wants to file a completed Emergency Evaluation Petition, the Petition must be submitted through File and Serve. Self-represented parties may file an Emergency Evaluation Petition in person at the Clerk's Office.
- d. Any question concerning a new Domestic Violence or Emergency Evaluation petition should be directed to the Courtroom Clerks Department of the Clerk's Office. Questions concerning Domestic Violence cases being appealed to the Circuit Court should be directed to the Family Law Department.

## Criminal Case MDEC Processes

### Next Day Prayers for Jury Trial (PJT)

Motions, voir dire and jury instructions for "next day" PJTs must be submitted through File and Serve. Given the time constraints, counsel should have a paper copy of any document that is filed to provide to opposing counsel. Counsel should contact the Criminal Department and provide the case name and envelope number so the pleadings can be processed and available electronically for trial.

### Postponement Requests for Next Day PJTs

An attorney seeking to postpone a "next day" PJT must call the Criminal Department to initiate the postponement request. The Criminal Department will create a Circuit Court case file based upon the information provided by the attorney and available through access to the District Court case file. The attorney will be given the Circuit Court case number and instructed to file the postponement request through File and Serve to expedite review of the request. The attorney should then notify the Criminal Department of the envelope number for the postponement request.

Criminal Assignment will advise defense counsel of the ruling, and will also notify the State's Attorney's Office if the matter is postponed so witnesses can be advised.

### Day of Trial Postponements

If a request for postponement is made in a case that is either assigned for trial or set on a trial docket, the Assistant State's Attorney handling the postponement shall appear before the judge designated for criminal postponements and provide the Criminal Assignment Clerk the case name and number, and the courtroom where the case was scheduled. If there is no Criminal Assignment Clerk present, the information shall be provided to the Courtroom Clerk.

### Entries of Appearance of Counsel Prior to Arraignment

The Criminal Department is authorized to cancel arraignments scheduled on the Criminal Administrative Docket based upon the entry of an appearance of counsel through File and Serve. If the appearance is entered less than one (1) business day prior to the scheduled arraignment, counsel should contact the Criminal Department with the case name and envelope number, so the appearance can be processed and the case removed from the Criminal Administrative Docket.

The Criminal Department is also authorized to cancel arraignments based upon written communication from the Office of the Public Defender that the defendant qualifies for representation and his or her case is in the process of being assigned to an attorney. If an entry of appearance is not submitted through File

and Serve within five (5) business days of that written communication, the matter will be re-set for arraignment on the Criminal Administrative Docket.

### Arraignments on the Criminal Administrative Docket

Defendants who are not yet represented by counsel when arraigned on the Criminal Administrative Docket will be set for re-arraignment on the Criminal Administrative Docket in approximately three weeks, and will be served with a summons to appear at that re-arraignment. The State's Attorney may make an oral motion to extend the time to provide discovery in the case to the new re-arraignment date. The Court Clerk will reflect the oral motion and any extension of the time to provide discovery in the minutes of the Court session. The defendant will be advised of the re-arraignment date and served with a Summons to appear.

If an attorney enters an appearance in advance of the re-arraignment date, the re-arraignment hearing will be canceled. If an appearance that has been submitted has not been docketed before the re-arraignment hearing, the attorney should contact the Criminal Department with the case name and envelope number of the notice of an appearance so they can expedite processing and vacate the re-arraignment hearing.

If the defendant still does not have counsel at the time of the re-arraignment hearing, the State will serve the defendant with discovery, either by delivering a copy in open Court or noting that a copy will be sent to the defendant at his or her place of confinement. A trial date will be set at the time of the re-arraignment hearing.

### Sentencing Hearings – Documents Submitted in Mitigation

Reports to be considered at sentencing should, whenever possible, be submitted in advance through File and Serve. If counsel is unable to submit these reports in advance, they should be submitted in paper form at the sentencing hearing, to be scanned and docketed by the Court Clerk, with the original then either returned or destroyed. Informal documents submitted in mitigation at sentencing hearings, such as certificates of achievements and letters in support, will ordinarily be returned to counsel.

If any counsel, the defendant or the assigned judge wish to have informal materials preserved in the record, the Court Clerk shall be directed to mark the material as an exhibit. The material will be scanned and docketed as an exhibit to the proceeding, with the original either returned to counsel or destroyed.

### Juror Lists

Juror profile lists are not part of the criminal record and are therefore not scanned into Odyssey. *Maryland Rule 4-312(c)(3)*. If an issue concerning jury selection arises and the juror profile list may be relevant, counsel should request that it be marked as an exhibit and scanned as a confidential record.

## Juvenile Case MDEC Processes

### Entries of Appearance of Counsel Prior to Arraignment in Delinquency Matters

The Juvenile Department is authorized to cancel an arraignment before a magistrate based upon the entry of an appearance of counsel through File and Serve. If the appearance is entered shortly before the scheduled arraignment, counsel should contact the Juvenile Department with the case name and envelope number so the appearance can be processed and the case removed from the arraignment docket.

The Juvenile Department is also authorized to cancel arraignments based upon written communication from the Office of the Public Defender that the defendant qualifies for representation and his or her case is in the process of being assigned to an attorney. If an entry of appearance is not submitted through File and Serve within five (5) business days of that written communication, the matter will be re-set for arraignment.

### Youth with Multiple Open Delinquency and/or Juvenile Cases

The juvenile Clerk will link open cases on the same juvenile. Whenever appropriate, all juvenile matters relating to an individual will be scheduled before the same magistrate. If a juvenile is co-committed to the Department of Juvenile Services and the Department of Social Services, the commitment order will designate the lead agency responsible for placement and aftercare. Thereafter, review hearings will be held at the same time for both the CINA and delinquency matters, whenever possible, with notice to attorneys in both cases.

### Youth with Violations of Probation in Multiple Open Delinquency Matters

If a juvenile has multiple open delinquency matters, they should all be linked in Odyssey. If a juvenile violates the terms of probation in multiple open probation matters, and is thereafter committed on the violation, the judge or magistrate handling the matters shall consider designating a lead case and issuing the commitment order in that matter only, and staying the other open delinquency matters pending discharge from commitment. If cases are stayed based upon a commitment in a single case, DJS should request that the stay be lifted when the commitment is rescinded. When the lead case is in a posture to be closed, disposition should be finalized in all other linked cases.

### Juvenile Drug Treatment Court ("JDTC")

JDTC participants will be designated to appear on the docket in their catchment area. All open cases for the JDTC participant will be linked in Odyssey. To avoid filing and docketing each JDTC session in multiple cases, a "lead case" will be designated for youth with multiple open cases at the time of entry into JDTC. Active supervision in other cases will be stayed based upon participation in JDTC in the "lead case." At the time JDTC participation is concluded, disposition should be entered in all linked cases.

### Requests to Review Confidential Juvenile Files by Parties Who Are Not Registered MDEC Users

Parties who are not registered MDEC users who wish to review the record in a juvenile case in which they are a party may request access through the Juvenile Department. Upon presentation of photo identification confirming that they are a party in the case, the Juvenile Clerk will coordinate with the Law Library staff to arrange for the party to review the file on a computer workstation in the Law Library. A party is permitted to request copies of pleadings and reports from the juvenile file, and will be charged the standard copying fee for documents received.

### Court Appointed Special Advocate (“CASA”) MDEC Procedures

If a CASA is appointed to serve in a CINA proceeding, the CASA is permitted to review and obtain copies of pleadings and reports in the CINA file. If the CASA wishes to review the CINA file, the Juvenile Clerk will coordinate with the Law Library staff to arrange for the assigned CASA volunteer or supervisor to review the file on a computer workstation in the Law Library. The assigned CASA volunteer or supervisor may obtain copies of reports and pleadings from the CINA file without charge.

Alternatively, upon appointment, the CASA may contact the Juvenile Clerk and request copies of certain pleadings and reports, which will be provided either in hard copy through the CASA interoffice bin, or by email to a CASA supervisor. CASA reports in CINA cases shall either be sent through File and Serve, if the CASA registers as a user, or by delivery to the Juvenile Clerk to be scanned into Odyssey.

### Emergency Filings – Shelters

For CINA Shelters, the local Department of Social Services (DSS) will continue to provide e-mail notification to a roster of “Shelter List” participants, including the Juvenile Department, of the cases DSS intends to file that day. DSS shall file the original CINA Petition with Request for Shelter Care as soon as possible through File and Serve, and note the filing as urgent. A proposed Order for Shelter Care is to be included as a separate document, in the same envelope as the original petition. Counsel for the Department of Social Services should call the Juvenile Department to inform them of the filing and the envelope number. The Clerk’s Office will process the pleading on an expedited basis and schedule the case for a Shelter Care Hearing the same day before a juvenile family law magistrate or juvenile judge. The Clerk’s Office will advise counsel of the presiding magistrate or judge and the time for the parties to appear.

### Emergency Filings - Detentions

For Delinquency Detentions, the local Department of Juvenile Services will continue to provide e-mail notification to a roster of “Detention List” participants, including the Juvenile Department, of any youth detained overnight/over the weekend on a new offense or open warrant. For new charges, the State’s Attorney’s office will file an original petition for each case as soon as possible. The case will be scheduled for a hearing the same day before a family law magistrate, or a judge. The Clerk’s Office will send out an e-mail notification to the “Detention List” recipients to advise all parties of the location and time for the hearing.

## Settlement Court MDEC Processes

### Postponement Policy

Requests to postpone a settlement conference by a registered MDEC user must be submitted through File and Serve. If the request to postpone is time sensitive, counsel should call the Assignment Office with the case name and MDEC envelope number so the matter can be expedited. The postponement request should be discussed in advance with the opposing counsel or party, and the request filed with the Court should include information concerning the position of all parties, whenever possible. Requests to postpone a settlement conference by a self-represented party shall be filed with the Clerk of the Court and scanned into Odyssey.

If the Settlement Conference is postponed or canceled because a case has been settled, counsel must file a final Order or Stipulation of Dismissal through File and Serve and pay the open court costs. If a settled case was specially assigned to a judge, counsel must also notify the assigned judge's chambers.

### Pretrial Statement in Civil (Non-Domestic) Cases

Pre-trial statements must be submitted through File and Serve in advance of the settlement conference, as required by the case Scheduling Order. It is a prudent practice to bring a working copy of the Pretrial Statement for the judge to use on the day of the conference. However, this working copy will not be scanned into Odyssey or docketed.

### Domestic Cases – Rule 9-207 Statements and Proposed Child Support Guidelines

Maryland Rule 9-207 statements and child support guidelines worksheets should be submitted through File and Serve in appropriate cases in advance of the settlement conference, as required under the case Scheduling Order. It is a prudent practice to bring a working copy for the judge to use on the day of the conference. However, this working copy will not be scanned into Odyssey or docketed.

### Settlement Court Orders

Following each settlement conference, a Settlement Court Order will be completed by the presiding settlement court judge on a form approved for Domestic or Civil cases. The form will document the outcome of the proceeding, including whether the case has been settled in whole or in part, and the next steps to occur. If the matter is to be scheduled for trial, or if a follow up settlement conference is scheduled, dates will be set while the parties are in Settlement Court and reflected in the Settlement Court Order.